

Membership/Finance Meeting Minutes

Meeting Date: Friday, January 12, 2024
Start Time: 10:30 am
End Time: 11:21 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Gigi Chaux
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 3, 2023 meeting.
- Approval of Renewal Planning Council Application

(1.0) Moment of Silence

Gigi Chaux called the meeting to order at 10:30am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Gigi introduced herself and her role as co-chair. All participants introduced themselves.

(3.0) Co-Chair Announcements

We will be having our Priority Setting meeting on Tuesday, July 30th and our Resource Allocation meeting on Thursday, August 1st.

(4.0) Approval of the November 3, 2023, meeting minutes

A motion to approve the November 3, 2023, meeting minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

For: (7) Ardila, Chaux, Datcher, Johns, McNeil, Montgomery, Stewart

Against: (0)

Abstain: (3) Castro, Cole, Namias

(5.0) New Business/Old Business

a. Review the Membership/Finance Committee Activity Timeline

We reviewed the current PCAT for Membership/Finance and all activities are right on target.

b. Review Planning Council Meeting Feedback from November 3, 2023

We had 17 responses which is a very favorable number of surveys. We discussed a comment regarding disparities between the 5 regions.

c. Assist with the Membership Recruitment Campaign

We have 1 application that is currently in process and continue to see new applications almost every month.

d. Review Planning Council Membership

Joanne Montgomery made a motion to move into executive session and Roberta Stewart seconded it.

For: (10) Ardila, Castro, Chaux, Cole, Datcher, Johns, McNeil, Montgomery, Namias, Stewart

Against: (0)

Abstain: (0)

Joanne Montgomery made a motion to come out of executive session and Roberta Stewart seconded it.

For: (10) Ardila, Castro, Chaux, Cole, Datcher, Johns, McNeil, Montgomery, Namias, Stewart

Against: (0)

Abstain: (0)

Chris Cole made a motion to approve the renewal application of Brian Datcher and Roberta Stewart seconded it.

For: (9) Ardila, Castro, Chaux, Cole, Johns, McNeil, Montgomery, Namias, Stewart

Against: (0)

Abstain: (1) Datcher

e. **Review Planning Council Member Attendance**

Staff reviewed the attendance of all Planning Council members. All attendance was accurate and everyone is in good standing.

f. **Review PC Membership for Federal reflectiveness mandate**

Membership reflectiveness was explained to all attendees. We currently have 18 Planning Council members, and we are missing representation in 3 mandated categories and the Planning Council is working on filling these positions. Staff explained the status of each missing category. Staff along with Planning Council members will reach out to individuals hoping to make some connections in filling these areas.

g. **Determine Planning Council Trainings**

- February – We will present a training on the performance measures of all of our services that are funded in our EMA.
- March – we will develop a mentor process to allow members to

h. **Review Scope of Work for Next Year**

We reviewed the current scope of work (PCAT) for this current year and discussed any items to be updated. All items were left in place and there was one addition. In August we will add an item ‘Special PC Meeting to Vote on Carryover Request.’

(6.0) Recipient’s Office Report

Tom Butcher gave the report.

1. The RFP for PC Support is due on 2/23/24. Members of the EC will help to review those proposals.
2. Next week he’ll be out in all regions for the site visit results with Thomas and Deryk from CR.

(7.0) Parking Lot Items

There are none.

(8.0) Announcements

Jean will send staff flyers on events happening in their region.

Gigi Chaux & Richard Radocchia, Co-Chairs

(9.0) Adjournment

The meeting adjourned at 11:21am

Gigi Chaux & Richard Radocchia, Co-Chairs

Membership Finance Committee Attendance Record – 2024

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X									
2.	Marco Castro	X									
3.	Gigi Chaux, Co-Chair	X									
4.	<i>Chris Cole PC Co-Chair</i>	X									
5.	Wallace Daniels	A									
6.	Brian Datcher	X									
7.	Kisha Gainer	A									
8.	Christopher Johns	X									
9.	Clara Johnson	A									
10.	Gloria McNeil	X									
11.	Joanne Montgomery	X									
12.	Mitchell Namias	X									
13.	Richard Radocchia, Co-Chair	A									
14.	Carmella Ricciardelli	A									
15.	Anthony Santella	A									
16.	<i>Roberta Stewart PC Co-Chair</i>	X									
17.	Tracey Webster	A									
18.	Lisa Weeks	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	56%									

Guests: Nitza Agosto, Jean Brown, Sofia Swaby, Denese Monroe Smith

Ryan White Planning Council Membership Reflectiveness
New Haven and Fairfield Counties
Planning Council Composition as of February 1, 2024

# of Planning Council Members	18									
Representation Requirements										
1. Health-care providers, including federally qualified health centers										X
2. Community-based organizations serving affected populations and AIDS-service organizations										X
3. Soc.-service providers, inc. housing and homeless-services providers										X
4. Mental-health providers										X
5. Substance-abuse providers										X
6. Local public health agencies										
7. Hospital planning agencies or health-care planning agencies										
8. Affected communities, including individuals with HIV disease or AIDS, and historically under-served groups and subpopulations										X
9. Non-elected community leaders										X
10. State Medicaid agency										
11. State agency administering the Part B program										X
12. RWTMA grantees under Part C										X
13. RWTMA grantees under section 2671 (including Part D)										X
14. Grantees under other Federal HIV programs, including HIV-Prevention Programs										X
15. Formerly incarcerated PLWH/A or their representatives										X
16. PLWH/A with Hepatitis C Co-Infection										X
NHFF Profile*										
Gender	Target	PC	Non-Conflicted HIV Status		Target	PC	HIV Status	Target	PC	
Men	66%	42%		Current	> 33%	53%	Positive	33%	68%	
Women	34%	58%					Negative	NA	32%	
Members by Region	Target**	PC		Race/Ethnicity	Target	PC	Risk	Target	PC	
1, New Haven	34%	37%		Black	38%	42%	IDU	25%	8%	
2, Waterbury	20%	5%		Hispanic	32%	26%	MSM	31%	38%	
3, Bridgeport	25%	26%		White	27%	32%	MSM/IDU	2%	0%	
4, Stam./Norw.	16%	11%		Other	3%	0%	Hetero	32%	31%	
5, Danbury	5%	10%		Note: "Other" race includes Asian, American Indian, Alaskan Native, American Indian, Alaskan Native, Pacific Islander and mutli-racial.			Pedi/Other	2%	0%	
Out of EMA	0%	10%					Other	8%	23%	
Unidentified	0%	0%								
*Target percentage information provided by CTDPH website "NH EMA PLWHIV/AIDS by Risk, Sex, Race, and Age Group as of 12/31/20"										

Gigi Chaux & Richard Radocchia, Co-Chairs

Planning Council Attendance												
#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	X										0
2	Marco Castro	X										0
3	Gigi Chaux	X										0
4	Christopher Cole	X										0
5	Wallace Daniels	A										1
6	Brian Datcher	X										0
7	Christopher Johns	A										1
8	Kisha Gainer	X										0
9	Clara Johnson	X										0
10	Gloria McNeil	X										0
11	Joanne Montgomery	X										0
12	Mitchell Namias	X										0
13	Richard Radocchia	A										1
14	Carmella Ricciardelli	X										0
15	Anthony Santella	X										0
16	Roberta Stewart	X										0
17	Tracy Webster	A										1
18	Lisa Weeks	A										1

Executive Committee Attendance												
Council Member	Jan	Feb	March	April	May	June	August	Sept	Oct	Nov	Absences	
Gigi Chaux (MF)	X										0	
Chris Cole (Council Co-Chair)	X										0	
Joanne Montgomery (SPA)	X										0	
Mitchell Namias (SP)	X										0	
Rich Radocchia (MF)	A										1	
Anthony Santella (QI)	X										0	
Roberta Stewart (Council Co-Chair)	X										0	

Planning Council Committee Attendance												
#	Council Member	Jan	Feb	March	April	May	June	Aug	Sept	Oct	Nov	Absences
1	Inthiany Ardila	QISPA; MF										0
2	Marco Castro	MF										0
3	Gigi Chaux	QISPA; MF										0
4	Christopher Cole	QISPA; MF										0
5	Wallace Daniels	ABSENT										1
6	Brian Datcher	QISPA; MF										0
7	Kisha Gainer	ABSENT										1
8	Christopher Johns	MF										0
9	Clara Johnson	ABSENT										1
10	Gloria McNeil	QISPA; MF										0
11	Joanne Montgomery	QISPA; MF										0
12	Mitchell Namias	QISPA; MF										0
13	Richard Radocchia	QISPA										0
14	Carmella Ricciardelli	ABSENT										1
15	Anthony Santella	QISPA; MF										0
17	Roberta Stewart	QISPA; MF										0
18	Tracey Webster	ABSENT										1
19	Lisa Weeks	ABSENT										1

QISPA: Quality Improvement Strategic Planning & Assessment Committee | M/F: Membership/Finance Committee